

Uploading a List of Creditors

A List of Creditors contains the names and addresses of creditors. This information is used for noticing. The List of Creditors must be in an ASCII text format, usually a **.txt** file, before it can be successfully uploaded. All other file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

- STEP 1** After accessing the CM/ECF system using the Netscape Navigator or Internet Explorer web browser, click on the Bankruptcy hypertext link. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click on the Creditor Maintenance hyperlink.

- STEP 3** The **CREDITOR MAINTENANCE** screen displays. (See Figure 3.)

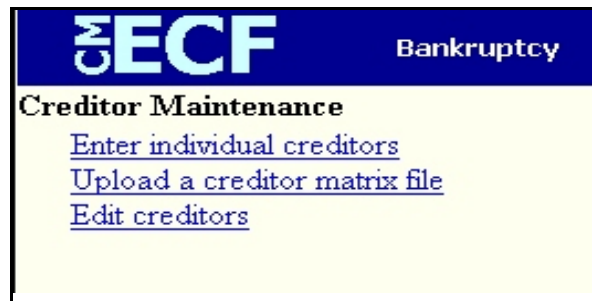


Figure 3

- ◆ Click on Upload a creditor matrix file hyperlink.

STEP 4 The case verification screen appears, confirm and click next.
(See Figure 4)

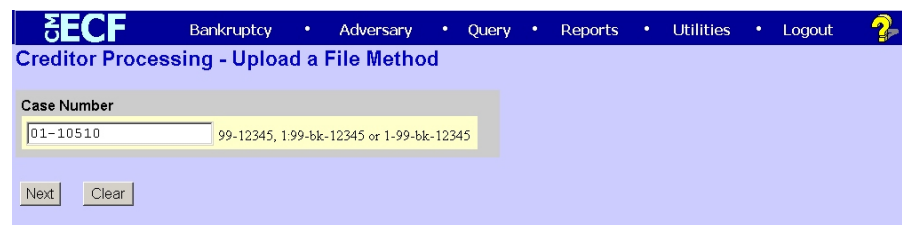


Figure 4

STEP 5 The **UPLOAD A FILE** screen displays. (See Figure 5.)



Figure 5

- ◆ Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter

the correct number.

- ◆ Click the **[Next]** button to continue.

STEP 6 The **LOAD CREDITOR INFORMATION** screen will display. (See Figure 6)

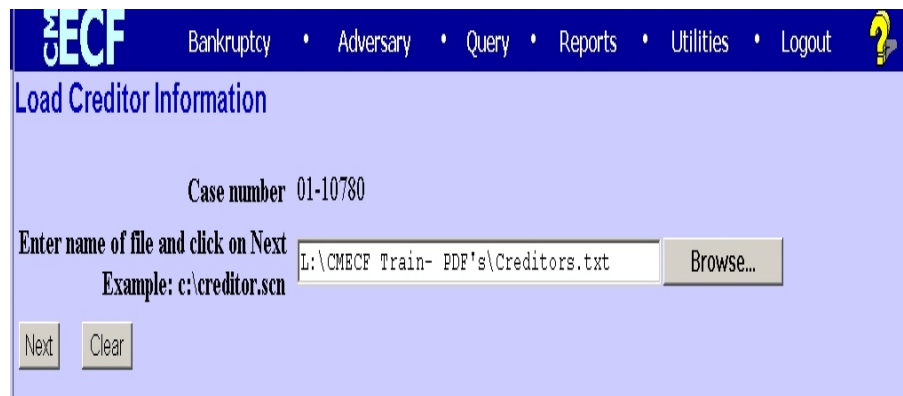


Figure 6

There are two methods to enter the directory and file name of the List of Creditors.

- ◆ Type in the full path of the directory and filename of the List of Creditors file. Or, alternatively,
- ◆ Use the Browse feature to navigate to the appropriate directory and file of the List of Creditors file. To do this:
 - Click on the **[Browse]** button to display the **FILE UPLOAD** screen.
 - Click in the **Look In** box and select the appropriate drive name.
 - Change **Files of types:** to Text (*.txt) or All Files.
 - Highlight the appropriate text file with a click of the mouse.
 - For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. (See Figure 5b.)

Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on **"X"**

in the upper right-hand corner.

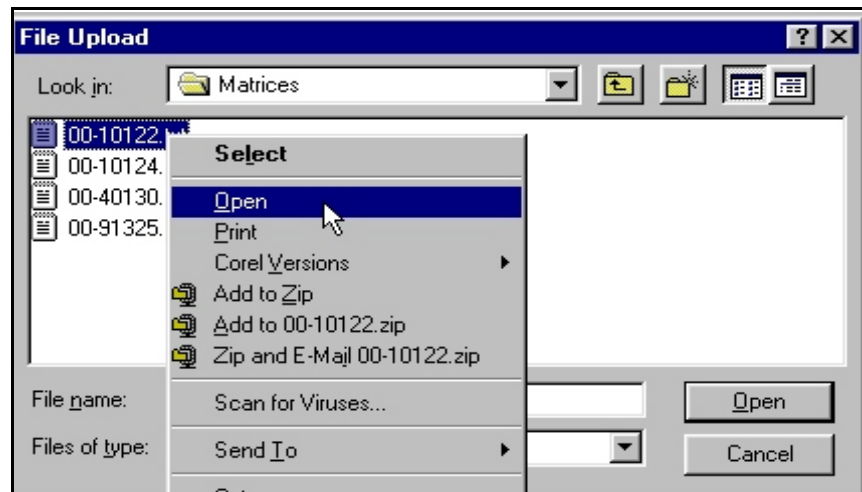


Figure 6a

- If correct, double-click the .txt file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

- ◆ Click on the **[Next]** button to continue.

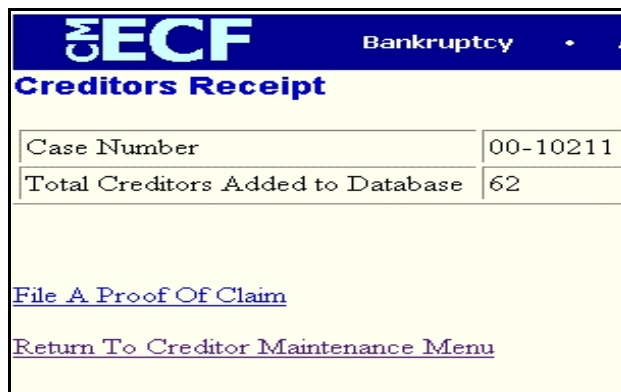
STEP 7 The **TOTAL CREDITORS ENTERED** screen appears.
(See Figure 7.)



Figure 7

- ◆ If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.
- ◆ If the total number of creditors displayed is correct, click on the **[Submit]** button.

STEP 8 The **CREDITOR RECEIPT** screen displays. (See Figure 8.)



Creditors Receipt	
Case Number	00-10211
Total Creditors Added to Database	62

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 8

- ◆ The information displayed confirms the number of creditors added to the case.

STEP 9 Click on the Return to Creditor Maintenance Menu hyperlink to continue and repeat steps 4 - 6 for each List of Creditors. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

To view listing of creditors:

STEP 10 Select Query from the Main Menu Bar

NOTE: The Login for Pacer will appear, type in your Login, Password, client code and continue to the next step.



ECF PACER Login Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

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Authentication

Login:

Password:

Client code:

- STEP 11** Type in the case number and select "RUN QUERY". The Query screen will appear.
- STEP 12** Select Creditors Hyperlink, the creditors selection screen will appear.
- STEP 13** Select creditors for creditor type and click "RUN QUERY". The listing of creditors will appear.